

# CASHNet Merchant Request Form

IMPORTANT! Please note that creating a functional CASHNet storefront can potentially take weeks to complete, depending on various factors and store complexity. The process requires that you submit PCI Documentation and have CASHNet Training/ Experience. Departments are expected to construct and manage their own store.

## REQUESTOR INFORMATION

Name.....

Phone.....

Email.....

## PCI STEWARD INFORMATION

**Note:** The PCI Steward is responsible for ensuring that the Merchant is compliant with the PCI DSS (Payment Card Industry Data Security Standard). This includes being the primary point of contact for the Cashier's Office and completing the online Self-Assessment Questionnaire. Contact the Cashier's Office at 517-355-5023 if further information is needed.

Name.....

MSUNet ID.....

Email.....

Phone.....

## MERCHANT INFORMATION

Departmental email address for customer contact.....

Departmental phone number for customer contact.....

Is this merchant affiliated with MSU College of Law or University Advancement?.....

What is the Organization Code for this merchant?.....

Will this merchant be a Storefront or a CAPS storefront (NCRS replacement)?.....

What is the name of this merchant?.....

Do you want the fees deducted from the same account that the revenues are deposited into?.....  Yes  No

Please provide the default accounting string that will be used for fees in the event a revenue account does not accept expense transactions:

Account  Object Code

Sub-Object Code  Sub-Account  Project Code  Org Ref ID

Will this merchant process ACH transactions?.....  Yes  No

Will this merchant plan to use IT Services Middleware to update their departmental database with transaction data from CASHNet?.....  Yes  No

**\*\*Email Instructions:** You may click the "Submit by Email" button or save the completed form and email it as an attachment to: [its.msupayment@itservices.msu.edu](mailto:its.msupayment@itservices.msu.edu) . Please call the Cashier's Office at 517-355-5023 with any questions.

Comments: